

Student Enrolment Application Form

Purpose

This form collects the necessary personal, visa, contact, educational, and eligibility information to assess and process a prospective international student's application to enrol in a course offered by the College.

Instructions

1. **Student or Agent Completion:**
 - The form must be completed by the student or their authorised education agent.
 - All sections must be completed in full and all supporting documentation attached.
2. **Supporting Documents:**
 - Attach certified copies of passport, English proficiency results, academic transcripts, and other required documentation.
3. **Declaration:**
 - The student must read and sign the Student Declaration section.
 - If an agent is completing the form, they must sign the agent section.
4. **Submission:**
 - Submit the completed form and attachments to the College via the contact email provided.
 - Incomplete forms or missing documentation may delay processing.
5. **RTO Use Only Section:**
 - To be completed by authorised College staff after review of application and entry requirements.
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<input type="checkbox"/> Completed by Student			
<input type="checkbox"/> Completed by Education Agent:			
AGENT DETAILS (agent stamp or complete)			
Agent Name:		Counsellor Name:	
Date:		Signature:	
1. STUDENT PERSONAL DETAILS			
Title: Mr / Mrs / Ms / Miss		Date of Birth	/ /

Surname:		Given Names:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
Home Phone:		Mobile:	
City of Birth:		Country of Birth:	
Preferred method of contact:	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> SMS/ Text		
Passport Number:		Passport Expiry Date:	
Country of Issue:			
Have you ever been refused a visa for entry into Australia or a country other than Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify:		
Have you ever been reported to Australia's Department of Home Affairs for failing to meet visa conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify:		
Have you ever been convicted of a criminal offence in Australia or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify:		
I give permission for SIBN to refund any fees to my nominated agent or third-party representative?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. VISA LODGEMENT			
Do you hold a current Australian Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

If No: Where will you be lodging your student visa application based on your enrolment with the College?	<input type="checkbox"/> Inside Australia (Onshore) <input type="checkbox"/> Outside Australia (Offshore)		
If Yes:	Visa Type		Category Number
3. CONTACT DETAILS			
Home Country Address			
Postal Address:		Suburb	
Postcode:		State	
Home Phone:		Personal Mobile:	
Email Address:			
Address in Australia			
Residential Address:		Suburb	
Postcode:		State	
Home Phone:		Personal Mobile:	
Email Address:			



VET Course Selection Details					
Select Course	VET Course Indicative Course Fee	CRICOS	Duration	Fee Details	
Business	<input type="checkbox"/> BSB30120 Certificate III in Business	105567K	52 Weeks	A\$12,000 Tuition Fee + \$200 Material Fee + \$200 Application Fee	
	<input type="checkbox"/> BSB40120 Certificate IV in Business	105568J	31 Weeks	A\$6,000 Tuition Fee + \$100 Material Fee + \$200 Application Fee	
	<input type="checkbox"/> BSB50120 Diploma of Business	105569H	52 Weeks	A\$12,000 Tuition Fee + \$200 Material Fee + \$200 Application Fee	
	<input type="checkbox"/> BSB60120 Advanced Diploma of Business	105570D	78 Weeks	A\$18,000 Tuition Fee + \$300 Material Fee + \$200 Application Fee	
Select Course Start and End Dates	Course Start Date in 2025	Expected Course End Date			
		Certificate III in Business	Certificate IV in Business	Diploma of Business	Advanced Diploma of Business
	<input type="checkbox"/> 06 January 2025	14 December 2025	10 August 2025	14 December 2025	14 June 2026
	<input type="checkbox"/> 10 February 2025	08 February 2026	14 September 2025	08 February 2026	09 August 2026
	<input type="checkbox"/> 07 April 2025	15 March 2026	09 November 2025	15 March 2026	13 September 2026
	<input type="checkbox"/> 12 May 2025	10 May 2026	14 December 2025	10 May 2026	-
	<input type="checkbox"/> 07 July 2025	14 June 2026	08 February 2026	14 June 2026	13 December 2026
	<input type="checkbox"/> 11 August 2025	09 August 2026	15 March 2026	09 August 2026	-
	<input type="checkbox"/> 06 October 2025	13 September 2026	10 May 2026	13 September 2026	14 March 2027
	<input type="checkbox"/> 10 November 2025	08 November 2026	14 June 2026	08 November 2026	09 May 2027
VET Course Selection Details					
Select Course	VET Course Indicative Course Fee	CRICOS	Duration	Fee Details	
Marketing	<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication	103549F	52 Weeks	A\$12,000 Tuition Fee + \$200 Material Fee + \$200 Application Fee	
	<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication	103550B	78 Weeks	A\$18,000 Tuition Fee + \$300 Material Fee + \$200 Application Fee	
	<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication	103551A	104 Weeks	A\$24,000 Tuition Fee + \$400 Material Fee + \$200 Application Fee	
Select Course Start and End Dates	Course Start Date in 2025	Expected Course End Date			
		Certificate IV in Marketing and Communication	Diploma in Marketing and Communication	Advanced Diploma in Marketing and Communication	
	<input type="checkbox"/> 06 January 2025	14 December 2025	14 June 2026		13 December 2026
	<input type="checkbox"/> 10 February 2025	08 February 2026	09 August 2026		07 February 2027
	<input type="checkbox"/> 07 April 2025	15 March 2026	13 September 2026		14 March 2027
	<input type="checkbox"/> 12 May 2025	10 May 2026	08 November 2026		-
	<input type="checkbox"/> 07 July 2025	14 June 2026	13 December 2026		13 June 2027
	<input type="checkbox"/> 11 August 2025	09 August 2026	07 February 2027		08 August 2027
	<input type="checkbox"/> 06 October 2025	13 September 2026	14 March 2027		12 September 2027
	<input type="checkbox"/> 10 November 2025	08 November 2026	09 May 2027		-

VET Course Selection Details					
Select Course	VET Course Indicative Course Fee	CRICOS	Duration	Fee Details	
Leadership and Management	<input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management	103971C	52 weeks	A\$12,000 Tuition Fee + \$200 Material Fee + \$200 Application Fee	
	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	104238B	52 weeks	A\$12,000 Tuition Fee + \$200 Material Fee + \$200 Application Fee	
	<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	105571C	78 weeks	A\$18,000 Tuition Fee + \$300 Material Fee + \$200 Application Fee	
	<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	103552M	78 weeks	A\$24,000 Tuition Fee + \$300 Material Fee + \$200 Application Fee	
Select Course Start and End Dates	Course Start Date in 2025	Expected Course End Date			
		Certificate IV in Leadership and Management	Diploma of Leadership and Management	Advanced Diploma of Leadership and Management	Graduate Diploma of Management (Learning)
	<input type="checkbox"/> 06 January 2025	14 December 2025	14 December 2025	14 June 2026	14 June 2026
	<input type="checkbox"/> 10 February 2025	08 February 2026	08 February 2026	09 August 2026	-
	<input type="checkbox"/> 07 April 2025	15 March 2026	15 March 2026	13 September2026	13 September 2026
	<input type="checkbox"/> 12 May 2025	10 May 2026	10 May 2026	-	-
	<input type="checkbox"/> 07 July 2025	14 June 2026	14 June 2026	13 December 2026	13 December 2026
	<input type="checkbox"/> 11 August 2025	09 August 2026	09 August 2026	-	07 February 2027
	<input type="checkbox"/> 06 October 2025	13 September 2026	13 September 2026	14 March 2027	14 March 2027
<input type="checkbox"/> 10 November 2025	08 November 2026	08 November 2026	09 May 2027	09 May 2027	

VET Course Selection Details

Package Certificate III in Commercial Cookery + Certificate IV Kitchen Management

Select Course	VET Course Indicative Course Fee	CRICOS	Duration	Fee Details
Commercial Cookery	<input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery	111009A	65 Weeks	A\$21,000 Tuition Fee + \$200 Material Fee + \$200 Application Fee
Kitchen Management	<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management	109706E	83 Weeks	A\$28,000 Tuition Fee+ \$1,000 Material Fee + \$200 Application Fee

Select Course	Course Start Date in 2025	Expected Course End Date	
		Certificate III Commercial Cookery	Certificate IV Kitchen Management
Start and End Dates	<input type="checkbox"/> 06 January 2025	15 March 2026	09 August 2026
	<input type="checkbox"/> 10 February 2025	10 May 2026	13 September 2026
	<input type="checkbox"/> 07 April 2025	14 June 2026	08 November 2026
	<input type="checkbox"/> 12 May 2025	09 August 2026	13 December 2026
	<input type="checkbox"/> 07 July 2025	13 September 2026	07 February 2027
	<input type="checkbox"/> 11 August 2025	08 November 2026	14 March 2027
	<input type="checkbox"/> 06 October 2025	13 December 2026	09 May 2027
	<input type="checkbox"/> 10 November 2025	07 February 2027	13 June 2027

VET Course Selection Details

Select Course	VET Course Indicative Course Fee	CRICOS	Duration	Fee Details
Hospitality	<input type="checkbox"/> SIT40422 Certificate IV in Hospitality	110323K	78 Weeks	A\$18,000 Tuition Fee + \$500 Material Fee + \$200 Application Fee
	<input type="checkbox"/> SIT50422 Diploma of Hospitality Management	110324J	104 Weeks	A\$24,000 Tuition Fee + \$500 Material Fee + \$200 Application Fee
	<input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management	110325H	135 Weeks	A\$30,000 Tuition Fee + \$500 Material Fee + \$200 Application Fee

Select Course	Course Start Date in 2025	Expected Course End Date		
		Certificate IV in Hospitality	Diploma of Hospitality Management	Advanced Diploma of Hospitality Management
Start and End Dates	<input type="checkbox"/> 06 January 2025	14 June 2026	13 December 2026	08 August 2027
	<input type="checkbox"/> 10 February 2025	09 August 2026	07 February 2027	12 September 2027
	<input type="checkbox"/> 07 April 2025	13 September 2026	14 March 2027	07 November 2027
	<input type="checkbox"/> 12 May 2025	08 November 2026	09 May 2027	12 December 2027
	<input type="checkbox"/> 07 July 2025	03 January 2027	13 June 2027	06 February 2028
	<input type="checkbox"/> 11 August 2025	07 February 2027	08 August 2027	12 March 2028
	<input type="checkbox"/> 06 October 2025	14 March 2027	12 September 2027	07 May 2028
	<input type="checkbox"/> 10 November 2025	09 May 2027	07 November 2027	11 June 2028

Location(s):	Classroom training: Level 5 & 7, 140 Elizabeth St, Sydney, NSW, 2000 Hospitality and Cookery Courses also include Kitchen / Café Training at 229 Darlinghurst Road Darlinghurst 2010 Work placement: To be determined as agreed between the student, the college and the workplace provider
Mode of Study:	Courses will be delivered face-to-face in our classrooms with learning material available on our Moodle Platform. Work placement consisting of 400 hours is part of course SIT30821/Certificate III in Commercial Cookery, SIT40521/ Certificate IV in Kitchen Management, SIT40422/Certificate IV in Hospitality Management, SIT50422/Diploma of Hospitality Management, SIT60322/ Advanced Diploma of Hospitality Management
Course Specific Entry Requirements (Pre-requisites)	No Pre-requisites Entry Requirements for <input type="checkbox"/> BSB30120 Certificate III in Business <input type="checkbox"/> BSB40120 Certificate IV in Business <input type="checkbox"/> BSB50120 Diploma of Business



	<ul style="list-style-type: none"> <input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication <input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management <input type="checkbox"/> SIT40422 Certificate IV in Hospitality <input type="checkbox"/> SIT50422 Diploma of Hospitality Management <input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management <p>Entry requirements will be the prerequisites for the following individual courses.</p> <p><input type="checkbox"/> BSB50620 Diploma of Marketing and Communication</p> <p>Have completed BSB42415 Certificate IV in Marketing and Communication</p> <p>or</p> <p>Have completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.</p> <p>or</p> <p>Have two years equivalent full-time relevant work experience.</p> <p><input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication</p> <p>Entry to this qualification is limited to those who:</p> <p>Have completed BSB52415 Diploma of Marketing and Communication</p> <p>or</p> <p>Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.</p> <p>or</p> <p>Have four years equivalent full-time relevant work experience.</p> <p><input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management</p> <p>Entry to this qualification is limited to those who:</p> <p>Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).</p> <p>or</p> <p>Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.</p>
Work Placement	<p>SIT30821/Certificate III in Commercial Cookery 65 weeks and this course has the following work placement requirements: Students are required to complete a minimum of 36 complete service periods over a period of 400 hours.</p> <p>SIT40521/ Certificate IV in Kitchen management 83 weeks and this course has the following work placement requirements: Students are required to complete a minimum of 36 complete service periods over a period of 400 hours.</p> <p>SIT40422/Certificate IV in Hospitality Management 78 weeks and this course has the following work placement requirements: Students are required to complete a minimum 36 complete service periods over a period of 400 hours.</p> <p>SIT50422/Diploma of Hospitality Management 104 weeks and this course has the following work placement requirements: Students are required to complete a minimum of 36 complete service periods over a period of 400 hours.</p> <p>SIT60322/Adv. Diploma of Hospitality Management 135 weeks and this course has the following work placement requirements: Students are required to complete a minimum of 36 complete service periods over a period of 400 hours.</p> <p>You can source your own workplace site that must be approved by SIBN or SIBN can assist in located a suitable workplace. All workplace sites must meet SIBN site check list and be approved as suitable to undertake workplace</p>

4. COURSE SELECTION DETAILS					
Why did you choose this course(s)?					
What are your goals for this course(s)?					
Do you want to apply for Recognition of Prior Learning or Credit?		<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify: If yes, please complete the Application for Credit or Recognition of Prior Learning Form and attached the supporting documents. Please note: The granting of RPL or Credit may result in a reduction in your course duration. Contact the College for more information.			
5. UNIQUE STUDENT IDENTIFIER (USI)					
Do you have an Australian USI?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes:		____ _ (10 digits in total)			
If you do not have a USI do you give the College permission to apply for one on your behalf?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
To raise a USI we will need one of the following proof of Identity evidence.					
Visa No:		Expiry Date:	/ /	Type:	
6. EXTRA REQUESTS					
Have you arranged health cover for the duration of your stay in Australia? See link		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes:	Type of cover			Name of insurer	
	Duration			Membership No.	

If No:	Do you require the College to arrange your Overseas Student Health Cover?	<input type="checkbox"/> Yes
	If Yes, policy type:	<input type="checkbox"/> Single <input type="checkbox"/> Family

7. ADMISSION ELIGIBILITY: ENGLISH LANGUAGE

What evidence of an IELTS of 6, with no band less than 5.5 are you able to provide?	<input type="checkbox"/> International English Language Testing System <input type="checkbox"/> Test of English as a Foreign Language (TOEFL) paper based <input type="checkbox"/> TOEFL internet-based test <input type="checkbox"/> Cambridge English: Advanced (Certificate in Advanced English) <input type="checkbox"/> Pearson Test of English Academic <input type="checkbox"/> Occupational English Test <input type="checkbox"/> Other
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8. ADMISSION ELIGIBILITY: EDUCATION

What is your highest level of school completed?	<input type="checkbox"/> Primary School <input type="checkbox"/> Senior High School <input type="checkbox"/> High School <input type="checkbox"/> Other
In which year did you complete school?	
Have you successfully completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Certificate IV or Advanced Certificate	<input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates - other
Qualification:	
Institution:	
Country:	
Year of Completion:	
Have you studied in Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, how long have you been in Australia?	Please specify:		
If yes, what have you completed?	<input type="checkbox"/> Australian Certificate <input type="checkbox"/> Australian Diploma/ <input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Bachelor/ Master <input type="checkbox"/> ELICOS <input type="checkbox"/> Other	
Australian Qualification:			
Australian Institution:			
Year of Completion:			
9. DISABILITY AND LEARNING NEEDS			
Do you have a disability, impairment, specific learning needs or long-term medical condition that may affect your studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please state your disability, impairment or injury:	<input type="checkbox"/> Hearing <input type="checkbox"/> Learning	<input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness	<input type="checkbox"/> Physical <input type="checkbox"/> Acquired
If yes, please provide details so we can best support you:			

10. REASON FOR STUDY			
<input type="checkbox"/> To get a job or better job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> I want extra skills for my job		<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To try for a different career <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other	
11. EMERGENCY CONTACT			
Contact 1: Full Name			
Relationship		Mobile:	
Email			
Contact 2: Full Name			

Relationship		Mobile:	
Email			
12. MARKETING AND IMAGES			
How did you hear about us?	<input type="checkbox"/> Existing Student <input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> Agent <input type="checkbox"/> Other		
The College may from time to time send you details about future training opportunities or offers. If you DO NOT wish to be contacted, please indicate below.			
<input type="checkbox"/> I do not wish to be contacted regarding future training opportunities.			
During training, photos or footage may be taken of you. Do you give the College permission to use these photos or footage for such things as improving training resources, promotional documents and reports?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
13. STUDENT DECLARATION			
<p>By signing this form, I certify that the information provided is true and correct. I further certify that:</p> <input type="checkbox"/> By submitting this form I agree that all information provided in the application is complete and correct. <input type="checkbox"/> I have reviewed the Student Prospectus supplied to me and have been informed about and accept my rights and obligations. <input type="checkbox"/> I have reviewed and accept the Schedule of Fees and Payments and have been informed of the Fees and Refund Policy. <input type="checkbox"/> I have reviewed the Student Prospectus and Course Brochure and have been informed of and accept the training and assessment services to be provided including:			
<div style="margin-left: 40px;"> (i) the units of competency to be completed (ii) course duration (iii) the mode of delivery (iv) the course location </div>			
<input type="checkbox"/> I understand that SIBN may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.			

- ☐ By submitting this form I agree that SIBN will independently verify the information supplied by me in this form and request further information or documentation as required.
- ☐ I authorise my booking agent to act on my behalf in all matters relating to this application and associated visa application.
- ☐ I understand that a non-refundable \$AUD200 enrolment fee is payable to secure a place in the course, payable on the signing of the Letter of Offer, Student Written Agreement and submission of this form to the College in order to progress my application for enrolment.

Student Name:	
Student Signature:	
Date:	

SUPPORTING DOCUMENTATION

Please confirm you have attached the following documents, certified and accompanied by English translations if applicable:

- ☐ Passport including photo page and signature page
- ☐ Evidence of English language proficiency
- ☐ Academic certificates/transcripts (translation needed if not in English)
- ☐ Evidence of any other applicable entry requirements for the course into which you are seeking enrolment

SUBMITTING YOUR APPLICATION

Please submit your application to admin@sibn.nsw.edu.au You will receive a response within two business days.

Please note that the College may request additional information from you in support of your application.

You may also be required to attend a pre- enrolment interview via phone or video conferencing regarding course suitability.

RTO USE ONLY:

Has the Student Application and Enrolment Checklist been created and completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Does the applicant meet entry requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:

Is student support indicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, referred to:		
Details entered into Student Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:		
Enrolment confirmation sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:		
English language proficiency confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:		
Has USI been verified (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes date:		
Has an enrolment interview been scheduled?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes date:		
Training scheduled to commence on the following date:			
Comments:			
Position:			
Full Name:			
Signature:		Date:	/ /